

FINAL RECOMMENDATION

Recommendation of the Action Plan Team: Staff Development

Statement of Issue #1-33: R-113

Summary: R-113 - Actively recruit competent instructors who possess a combination of experience, education and training.

Recommendation: Continue the current practice of openly soliciting potential contractors since this process provides a cadre with a broad combination of experience, education, and training. However, the Team recognizes the need to increase the number of qualified instructors in certain course areas, as well as the need to increase the overall diversity of the instructional cadre. (refer to R-111)

Background: A package *How to Become a Contract Instructor* is available to potential contractor instructors outlining the courses for which contract instructor services are needed. The package contains evaluation criteria; experience, education, and training used to select potential contractors to be placed on the bid list, and the process for being considered. This information is also available through the USFA webpage. As new courses are developed, an announcement is made to establish a list of qualified contractors to provide instructional services for that course.

Conclusion: NFA relies heavily on contract instructional services in the delivery of their educational program. In order to have the highest caliber of qualified instructors, it is necessary that contractors able to provide that service be aware of the need for the service and the selection process used. This applies to maintaining a list of qualified bidders for existing courses as well as establishing lists of qualified instructors for new courses.

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